



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

REPLY TO
ATTENTION OF:

MAR 10 2005

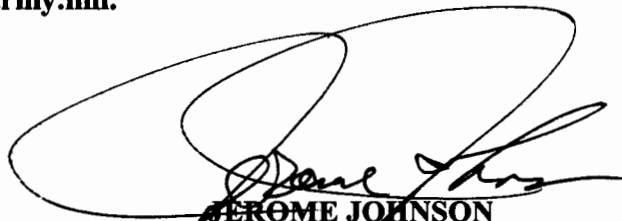
AMSFS-CG

MEMORANDUM FOR All HQ, AFSC AND JMC ORGANIZATIONS

SUBJECT: Health and Wellness (H&W) Program – AFSC Policy #600-9

1. This policy applies throughout AFSC and JMC.
2. The intent of this policy is to take care of people and realize the accrued job benefits. I want to emphasize that this is not time off—it is only for health and wellness activities, with emphasis on physical fitness.
3. All civilian personnel are authorized up to 20 minutes of combined official break time daily for participation in H&W program functional components identified in AR 600-63.
4. Supervisors are encouraged to participate in this program. Supervisors have the authority inherent in their position to be flexible and set employees' work schedules for successful implementation of this program.
5. The POC for H&W program management is Ms. Lisa Lack, AMSFS-HRS, DSN 793-2702, e-mail lisa.lack@us.army.mil.

Encl



JEROME JOHNSON
Brigadier General, USA
Commanding

Reference Health & Wellness Program – Policy #600-9

HQ, AFSC/JMC Health & Wellness Program Policy Implementation Guidance Frequently Asked Questions

1. Q: Why did the policy change from 30 minutes to 20 minutes?

A: To comply with the requirements of 5 CFR 551.441(b) which prohibits compensated break periods in excess of 20 minutes.

2. Q: Why can't we continue the current program authorized by AR 600-63 and use up to 3 hours a week?

A: AR 600-63 specifically limits the program participation timeframe to 6 months. Our personnel have exceeded this timeframe. Reinvention lab initiatives at other MSCs/installations to continue the timeframe beyond the 6 months were recently denied. Our CG's commitment to a replacement program resulted in the formation of an IPT to brainstorm a creative use of existing time that minimizes the use of administrative leave. This program authorizes up to 20 minutes per day.

3. Q: Can I extend my lunch period to 1 hour so I can get a full workout that I cannot get in only 20 minutes?

A: Your supervisor already has authority to approve your work schedule with any length of lunch period within the time limits covered in the Union Contract(s). If you choose to schedule your work day with a 1-hour lunch period, you must obtain approval from your supervisor and extend your workday accordingly (e.g., work 0700 to 1100, lunch 1100-1200, work 1200 to 1600, or to 1700 if you are on AWS).

A: Another alternative is to use the 20 minutes provided by the H&W Program in conjunction with your lunch period.

4. Q: Can an employee use unpaid time during the workday for Health and Wellness activities and extend her/his work day, accordingly?

A: Yes...and, No.

Yes - If the employee is on a **flexible work schedule (8 hours, 5 days a week)**, and provided the mission allows and the supervisor concurs, the work day can be adjusted to accommodate up to 1 hour of unpaid time for the purposes of participating in Health and Wellness activities. This flexibility pre-existed the current H&W Policy.

No - If the employee works a **compressed schedule, 5 4/9**, which has established starting and ending times for the daily tour of duty and cannot flex. (If allowed to flex within a compressed schedule, it changes to a hybrid schedule and you'd be in violation of law giving 9 hours, in lieu of 8, for paid holidays. The only reason the 9 hour holiday

is currently acceptable under our existing 5 4/9 work schedule is the distinction that folks on the 5 4/9 work schedule have fixed start/stop times for a minimum of 90 days. If the schedule is changed prior to the 90 days, it's requested by the employee and approved by management or is changed when management requires it.)

5. Q: Can I move my lunch period to any time of the day (for the purpose of combining my H&W time with lunch time)?

A: No. The authorized lunch timeframe (1100-1300) is addressed in the negotiated agreement(s).

6. Q: I relax by watching television. Can I use the H&W program time to watch TV after I finish eating my lunch?

A: No. This would be considered an extension of your lunch period. You would be required to take annual leave or extend your workday to cover the time beyond your normal lunch period.

7. Q: Will smokers be allowed to participate in the program and still be able to go outside to smoke?

A: The H&W policy applies to all civilian employees of HQ, AFSC/JMC. Questions regarding smoking breaks are addressed in the Command's Smoking Policy, Policy Memo #600-10. The intent of the H&W Policy is to provide an opportunity to combine your break times for the purposes of initiating or fostering a healthy lifestyle.

8. Q: Where can I read more about the details of each of the functional components identified in AR 600-63? I'm a supervisor and am concerned that I don't have enough information to determine if my employees are properly participating in the program as intended.

A: AR 600-63 is available on Command Surgeon's home page on the AFSC Internet. <http://www.AFSC.army.mil/ss/sg/index.htm> However, the Command Surgeons' office will not provide "police" oversight of this policy. Any perceived violations of the H&W policy should be addressed to the supervisor and be discussed between the individual and their supervisor.

9. Q: The policy says "up to 20 minutes". Does that mean everyone, regardless of tour of duty, may use up to 20 minutes each day to participate in the program?

A: Yes. For the purposes of participating in the H&W Program ONLY, the union agreement(s) have been modified to reflect this.

10. Q: Can I participate in the H&W program at the beginning or the end of my work day?

A: No. You can participate in the H&W program any time during the workday, after beginning work and before ending work, with supervisory coordination and approval. While rest periods (breaks) may be scheduled anytime with supervisory approval, employees are required to report to work at the start and end of their work shift unless on approved leave.

Bottom Line: Use common sense. Mission First, People Always!